Job Description
Senior Development Officer

The Senior Development Officer is responsible for the overall success of TFO’s Major Gift/Prospecting activities.

Reports to:
Chief Development Director

Supervises:
Development Officer
Volunteers

Basic Function:
1) Manage prospecting strategy and approaches, including qualification, identification, research, cultivation, solicitation, and stewardship

2) Provide leadership of and managerial oversight for Development Officer while serving as a senior member of the Development team

3) Maintain a personal portfolio of major gift prospects and donors

4) Responsible for the sound functioning of the Board of Consultants and Council of Advisors, including engagement, recruitment, leadership development and governance

1) Manage prospecting strategy and approaches, including qualification, identification, research, cultivation, solicitation, and stewardship:
Work with the Chief Operating Officer to set individual and team goals, monitoring relevant benchmarks and ensuring accountability and recognition. Develop and execute effective and creative donor strategies to strengthen, deepen and expand relationships with donors and potential donors, including managing the donor research program and coordinating with Development staff on the execution of research. Provide accurate, appropriate and timely information to senior leadership including reports, analyses, and recommendations.

1) Provide leadership of and managerial oversight for Development Officer while serving as a senior member of the Development team:
Supervise the Development Officer, providing training and support to enable the person to achieve or exceed fundraising and prospecting goals by successfully identifying, engaging, cultivating, soliciting and stewarding patrons within an assigned portfolio. Play a key role in campaign strategic planning and implementation activities. Represent TFO at a variety of events, including concerts, donor and community events; assist board members and executive staff
in identifying and cultivating key donors at events. Assist with special projects, assignments and any additional duties deemed appropriate or as needed.

2) **Maintain a personal portfolio of major gift prospects and donors:**
Actively maintain a portfolio of at least 100 major gift prospects, moving them through the system and introducing approximately 30 new prospects each month to replace inactive individuals. Meet mutually agreed upon performance goals. Travel as needed to cultivate and steward prospects and donors.

3) **Responsible for the sound functioning of the Board of Consultants and Council of Advisors, including engagement, recruitment, leadership development and governance:**
Provide direction and leadership for the Board of Consultants and Council of Advisors, supporting committee work and coordinating with the committee chair. Coordinate meetings/events and ensure we have active plans to engage all committee members. Serve as liaison for other assigned committees or in absence of the COO.

This an exempt position, requiring availability during standard business times as well as evening and weekend hours without additional pay. The Senior Development Officer is expected to attend all Board of Consultant (BOC), BOC Governance, Development Committee, Council of Advisor, and BOC Finance meetings as well as some Board of Director (BOD) and BOD Governance meetings. The Senior Development Officer may delegate responsibilities, while maintaining ultimate responsibility.